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15 May 1970

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Records Program Assistance to the
Deputy Director for Intelligence

1. Assistance to the DDI continues in the component records inventories. The OCI inventory has been coded for machine processing and is in the process of preparation as computer input. The first use of the data from the inventory is to be an analysis of items on the Records Control Schedule by subject content and office of record location. The objective is the reduction of repetitive items and the development of a general records control schedule for OCI. Preliminary analysis of the inventory indicates a potential reduction of 33 1/3%, and a standardization of retention classification for items of subject commonology. 7

2. The movement of the Special Intelligence Staff records to the Agency Archives and Records Center is continuing with a total of 65 cubic feet having been retired to the Center. This represents a movement of 50% of the records transferred to DDI/IRS/SIGINT. SIGINT personnel are continuing their review of the remaining files for the identification of policy or other substantive documents needed for the continuity of the SPINT function. This is time-consuming and this accounts for the slowing movement of these records to the Center. There remains a control of these records, however, and the records series integrity is being preserved. Documents required for continuity are to be duplicated. The movement of these records to the Center has become routine, and the supervision of the project is to be turned over to the DDI/IRS/RMO. The orderly movement of these records to the Center has also facilitated the preparation of the DDI history. Files are being loaned to the DDI Historian on a regular basis.

3. The revised CRS Records Control Schedule is still under review, and further assistance has been provided in the development and revision of the COMIREX records control schedule. Work progresses in other DDI components on the annual records inventory.



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Handwritten note:
I would like to know more about this.